

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



AN EQUAL OPPORTUNITY EMPLOYER

CONTINUOUS RECRUITMENT

DATE OF ISSUE: March 6, 2009
NO: M8-09

CLASSIFICATION TITLE

Heavy Duty Auto Mechanic III
(Motor Vehicle Division)

2009 RATE

\$13.81/CDL
\$13.31/NO CDL

FILING OF APPLICATION

Application must be made on the regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or application may be printed from the City of Canton web site www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. **APPLICANTS NEED TO SUBMIT A COPY OF THEIR CLASS “A” CDL LICENSE, COPY OF ASE CERTIFICATE, OR DOCUMENTATION STATING THEIR WORK EXPERIENCE WITH COMPLETED APPLICATION.**

EXAMINATION

Once your application is received, you will receive by mail notice of the examination time and date. This examination will be administered at regular intervals.

This will be a written examination that will consist of material covering a truck mechanic’s basic job skills and sense of judgment.

MINIMUM QUALIFICATIONS

To be eligible for this open examination, candidates must be a high school graduate or possess a G.E.D. Candidates must also be a U.S. Citizen or have legally declared their intention of becoming a citizen. All candidates **MUST** be certified by the National Institute for Automotive Service Excellence for Heavy Equipment Mechanic OR have five (5) years working experience as a heavy duty equipment and truck mechanic with a background in diesel and hydraulics. Candidates **MUST** maintain a valid Class “A” CDL license with the tank endorsement at all times. Candidate is **REQUIRED** to obtain a Class “A” CDL license within two (2) years from date of hire to maintain their position. Must be willing to attend training schools when requested to do so. **EMPLOYEES IN THIS CLASSIFICATION ARE REQUIRED TO BE EQUIPPED WITH THE TOOLS OF THE TRADE.** A minimum required tool list is available for review at the Commission Office at the time of application.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (5), applicants are hereby advised that the position of employment being examined for has been declared as “safety sensitive”. Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expires, whichever is shorter. Reinstatement to eligibility list(s) shall be contingent on successful passage of drug testing under the Commission’s control at applicant expense.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list in accordance with your score. Once this list has been established, your name will remain on the list for a period of two years.

******IMPORTANT NOTICE TO VETERANS******

Candidates who are honorably discharged veterans having served more than 180 consecutive days on active duty and present their DD-214 Form - Long Version **AT THE TIME OF APPLICATION** will receive 20% additional credit provided they make a passing score.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

DUTIES

Diagnose and repair mechanical defects of medium and heavy duty vehicles owned by the City of Canton. Service and repair air and hydraulic brakes, drive line, electrical steering and hydraulic systems. Participates in the preventative maintenance program for gasoline and diesel vehicles most with auxiliary equipment.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**